



ADMINISTRATIVE ASSISTANT

Location: Edson, Alberta

Employment Type: Full-Time

Competitive Starting Wage - \$22.00 per hour

(To be reviewed at the end of 90 working day's probationary period)

About Us:

Moving Edson & Area, formerly known as Edson Seniors Transportation Service, is a registered non-profit organization dedicated to providing safe, affordable, and reliable wheelchair and lift-accessible transportation services to Edson residents.

Key Responsibilities:

- Provide comprehensive administrative support to ensure smooth office operations.
- Maintain and organize both physical and digital filing systems.
- Manage incoming communications, including answering phone calls, scheduling appointments, signing for packages, and assisting visitors.
- Respond to emails and other digital correspondence promptly.
- Manage the Executive Director's calendar.
- Draft, edit, and proofread letters, reports, and other documents as needed.
- Input and update data in databases and spreadsheets.
- Prepare meeting agendas, take Minutes, and coordinate meeting logistics, including room setup and catering.
- Assist with marketing using social media and other digital platforms.
- Utilize Microsoft Office, Google Workspace, and Notion for document creation, editing, task management, and accountability.
- Operate and maintain office equipment, and manage office supplies.
- Coordinate with contractors to ensure office and mobility vehicles are properly maintained and supplied.
- Conduct research, compile information, and prepare summaries for reports or presentations as requested.
- Collaborate closely with the Executive Director and provide support to other team members as needed.
- Handle sensitive information with the utmost discretion, ensuring compliance with privacy policies and regulations.

Requirements:

- Strong attention to detail is a requirement for this position.
- Ability to meet deadlines and adapt to changing priorities effectively.
- Present a positive and professional image of the organization at all times.

Assets:

- Good working knowledge of Sage Accounting, Notion, and Canva is considered an asset.

Education & Certifications:

- High School diploma
- Post-secondary education in an Administrative or Financial field or equivalent experience.
- Current Standard First Aid & CPR.
- Current Criminal Record Check with Vulnerable Sector.
- Current Alberta Child Intervention Check.

What We Offer:

- Competitive starting wage of \$22.00 per hour (to be reviewed after probation).
- Health benefits.
- Opportunity for growth and development within the company.
- A supportive and dynamic work environment.

How to Apply:

Please submit your resume and cover letter to admin@movingedson.com by January 31, 2025. We thank all applicants for their interest, but only those selected for an interview will be contacted.